

REQUEST FOR PROPOSAL

September 1, 2009

**TO PERFORM
PLANNING SERVICES FOR:**

**TWO REGIONAL PUBLIC TRANSPORTATION
COORDINATION PILOT PROJECTS**

**NORTH DAKOTA TRANSIT
REGIONALIZATION PLAN**

FRANCIS G. ZIEGLER, P.E.

DIRECTOR

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

**PROPOSALS MUST BE DELIVERED TO
STEVE CUNNINGHAM
ENVIRONMENTAL AND TRANSPORTATION SERVICES DIVISION
BY 12:00 NOON CDT October 13, 2009
REQUEST FOR PROPOSAL**

The North Dakota Department of Transportation (NDDOT) is requesting the services of a consulting firm'(s) to perform transportation planning services to develop two regional public transportation coordination pilot projects in two of the state's transit regions. The purpose of regionalization of public transportation is to improve and expand service to North Dakota's citizens, and provide a greater return on federal and state grant monies invested. The department will develop the first pilot project in 2009-2011 and the second pilot project in 2010-2011.

Each pilot project will have a regional coordination administrator who coordinates the provision of public transportation services to the residents of the region in a manner that is cost-effective, efficient, and reduces fragmentation and duplication of services.

NDDOT reserves the right to enter into a supplementary agreement with the selected consultant to perform any additional work not currently assigned.

Firms interested in performing the services must have qualified Transportation Planning staff. Special consideration will be given to firms with public transit planning experience.

All design and project data will become the property of NDDOT upon completion of the final report, and will be submitted using the following formats and standards where applicable:

- MS Word 2007 and MS Excel 2007
- MicroStation V8 XM
- GEOPAK 8.09.06.31
- Microsoft "Project"
- NDDOT CADD Manual
- NDDOT Data Collection Codes and Procedures
- NDDOT Drafting Standards
- NDDOT Design Manual
- Plan Preparation Guide Website

PROJECT OVERVIEW

The North Dakota Department of Transportation (NDDOT) is sponsoring the federal (80%) and state (20%) cost shares to pursue this Public Transit Regionalization Plan.

SCOPE OF WORK

The Scope of Work will involve developing the administrative structure, regionalization format, public involvement, and coordination efforts for two regional public transportation coordination pilot projects. The chosen consultant'(s) will develop two public transportation coordination projects in two of the state's planning regions.

- Project 1: Coordination of a region with **no** cities greater than thirty-five thousand population.
- Project 2: Coordination of a region that has a city with greater than thirty-five thousand.

The NDDOT will implement one project in 2009-2011 and one project in 2010-2011. Each project will have a regional coordination administrator. The regional coordination administrator coordinates the provisions of public transportation services to the residents of the region. In addition the regional coordination administrator will assist communities in public transportation planning in the specified region to develop a structure that will support a coordinated public transportation system. A detailed job description and duties for the regional coordination administrator will be developed by the consultant.

The chosen consultant will develop operations standards and service for public transportation providers who provide public transportation within the coordinated public transportation system. These standards will promote coordination among public transportation providers.

The Regional Public Transportation Coordination Plans will consist of two Pilot Projects as shown:

First Regional Public Transportation Coordination Pilot Project

The first Regional Public Transportation Coordination Pilot Project will provide coordination in a region that does not have a city with a population over thirty-five thousand. The purpose of regionalization is to balance the service coverage provided throughout the state and also improve route planning and scheduling.

In the state, there are approximately 33 rural transit projects. While each transit project provides a valuable service to their riders, there is a disparity in transit project size and with multiple base locations, making transit coordination difficult. As a result, there are inconsistencies in fare structure and rider rules/guidelines, and few opportunities exist to transfer riders between systems.

In order to improve coordination and provide better public transit service statewide, this first Regional Public Transportation Coordination Pilot Project will be initiated. The objective of regionalization is to provide a consistent fare structure and rider use rules/guidelines throughout the region, improve route planning and scheduling in order to provide riders with better transportation options within the region, reduce administrative costs, and invest administrative cost savings into improved operation of the statewide rural transit system.

Other activities include, conducting research to assess existing routes against ideal routes and plan transit routes based on needs assessments. Study ideal routes against existing routes and prioritize implementation based on: available funding, efficiency (most riders/least costs), provide service to non-established areas and create a timeline to implement.

The final activities will include creating a proposed region based on the following: 1) existing transit projects, 2) vehicle locations, and 3) existing and proposed routes. For the proposed region, there will also be a solicitation of views activity that will gather comments from the transit providers.

NDDOT is currently developing a Statewide Needs Study that will be incorporated into the Public Transit Regionalization Plan. The Statewide Needs Study will develop an accurate picture of current service coverage and show where needs exist and at what level.

Second Regional Public Transportation Coordination Pilot Project

The second Regional Public Transportation Coordination Pilot Project will provide coordination in a region that does have a city with a population exceeding thirty-five thousand. The purpose of regionalization is to provide balanced service coverage throughout the state and also improve route planning and scheduling.

In the state, there are approximately 33 rural transit projects. While each transit project provides a valuable service to their riders, there is a disparity in transit project size and with multiple base locations, making transit coordination difficult. As a result, there are inconsistencies in fare structure and rider rules/guidelines, and few opportunities exist to transfer riders between systems.

In order to improve coordination and provide better public transit service statewide, this second Regional Public Transportation Coordination Pilot Project will be developed. The objective of regionalization is to provide a consistent fare structure and rider use rules/guidelines throughout the region, improve route planning and scheduling in order to provide riders with better transportation options within the region, reduce administrative costs, and invest administrative cost savings into improved operation of the statewide rural transit system.

Other activities include, conducting research to assess existing routes against ideal routes and plan transit routes based on needs assessments. Study ideal routes against existing routes and prioritize implementation based on: available funding, efficiency (most riders/least costs), provide service to non-established areas and create a timeline to implement.

The final activities will include creating a proposed region based on the following: 1) existing transit projects, 2) vehicle locations, and 3) existing and proposed routes. For the proposed region, there will also be a solicitation of views activity that will gather comments from the transit providers.

NDDOT is currently developing a Statewide Needs Study that will be incorporated into the Public Transit Regionalization Plan. The Statewide Needs Study will develop an accurate picture of current service coverage and show where needs exist and at what level.

MEETINGS

First Regional Public Transportation Coordination Pilot Project

The first Regional Public Transit Regionalization Plan study will require a minimum of three to four public input meetings, a minimum of three management presentations, and a minimum of three to four public information meetings. These meetings will be convened jointly with the Technical Advisory Committee during the development of alternatives as follows:

Public Input Meetings – The three to four public input meetings will be held in the area of the first Public Transit Regionalization Plan when the draft pilot project is 10% complete.

Management Presentation – the three management presentations will be held during the development of the Public Transit Regionalization Plan. These management presentations will be held when the draft pilot project is 10%, 60%, and 90% complete.

Public Information Meetings – The three to four public information meetings will be held in the area of the first Public Transit Regionalization Plan when the draft pilot project is 90% complete.

Second Regional Public Transportation Coordination Pilot Project

The second Regional Public Transit Regionalization Plan study will require a minimum of three to four public input meetings, a minimum of two management presentations and a minimum of three to four public information meetings. These meetings will be convened jointly with the Technical Advisory Committee during the development of alternatives as follows:

Public Input Meetings – The three to four public input meetings will be held in the area of the first Public Transit Regionalization Plan when the draft pilot project is 10% complete.

Management Presentation – the two management presentations will be held during the development of the Public Transit Regionalization Plan. These management presentations will be held when the draft pilot project is 60% and 90% complete.

Public Information Meetings – The three to four public information meetings will be held in the area of the first Public Transit Regionalization Plan when the draft pilot project is 90% complete.

PROJECT DELIVERABLES

The final product of this effort will be the first and second Regionalization Public Transportation Coordination Pilot Project studies. The department will implement one project in 2009-2011 and one project in 2010-2011. The two studies will provide a blue print that can be used to implement regionalization in the rest of the state.

SCHEDULE

The first Public Transit Regionalization Pilot Project study will have the final report completed in 18-24 months (begin January 1, 2010 and end July 1, 2011).

The second Public Transit Regionalization Pilot Project study will have the final report completed in 18-24 months (begin January 1, 2011 and end July 1, 2012).

INFORMATION AVAILABLE FOR CONSULTANT

A. General Information

The following resource data/information is available for the project from the NDDOT:

1. NDDOT Rural Public Transit Needs Assessment Study

EVALUATION AND SELECTION PROCESS

Engineering firms interested in performing the work shall submit **eight** copies of their proposal to:

Steve Cunningham
Environmental and Transportation Services Division
NDDOT
608 East Boulevard Avenue
Bismarck, ND 58505
scunning@nd.gov

- NDDOT will only consider proposals received prior to 12:00 Noon CDT on October 13, 2009. Late proposals will be considered unresponsive and will not be considered.
- The proposal should list the personnel who will be assigned to work on the project, including titles, education, and work experience.
- The proposal pages shall be numbered and must be limited to 8 pages in length. Proposals that exceed the 8 page length requirement will not be considered.
- Each proposal shall contain a cover letter signed by an authorized officer of the firm. The pages of the cover letter will not be counted as a part of the 8 pages.

- The consultant's proposal shall include an appendix. The appendix may include updated form 330 for Engineering firms and non-engineering firms should include a brief description and qualifications of their company. The pages in the appendix will not be counted as a part of the 8 pages. The appendix shall include:
 - A schedule for the project which will be reviewed by NDDOT and, if accepted, become the project schedule after the contract has been executed.
 - A QC/QA program that is to be used for **this project**. This QC/QA program shall identify the team members, their responsibilities, and stages of development at which each is to be responsible.

Each proposal will be evaluated by a selection committee consisting of NDDOT and Rural Transit representatives. NDDOT reserves the right to limit the interviews to a minimum of three firms whose proposals most clearly meet the RFP requirements. Firms not selected to be interviewed will be notified in writing.

Selection will be on the basis of the following criteria:

- Past performance
- Ability of professional personnel
- Willingness to meet time and budget requirements
- Location
- Recent, current, and projected workloads of the persons and/or firms
- Related experience on similar projects
- Recent and current work for the agency
- Project understanding, issues, & approach
- Project schedule

RIGHT OF REJECTION

The North Dakota Department of Transportation reserves the right to reject any or all proposals.

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

49 Code of Federal Regulations Part 26 (CFR) states that the consultant, sub recipient, or sub consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Consultants shall carry out applicable requirements of 49 CFR Part 26 in the solicitation, award, and administration of USDOT-assisted contracts. Failure by the consultant, to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the recipient deems appropriate.

In addition, Title VI assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, or handicap or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by the Department. For information regarding Title VI, see the 2005 DBE Program at www.dot.nd.gov/dbebidinfo.html (then select the most current published date from the drop down box in the left-hand column under DBE Program Administration Manual).

The two paragraphs above apply to every consultant on the project, including every tier of sub consultant. It is the consultant's, or sub consultant's responsibility to include the two above paragraphs in every subcontract.

DISCLOSURE OF PROPOSAL

At the conclusion of the selection process, the contents of all proposals will be subject to North Dakota's Open Records Law and may be open to inspection by interested parties. Any information included in the proposal that the proposing party believes to be a trade secret or proprietary information must be clearly identified in the proposal. Any identified information recognized as such and protected by law may be exempt from disclosure.

RISK MANAGEMENT FOR PROFESSIONAL SERVICES

The Risk Management Appendix/Addendum, attached, will be incorporated into the agreement between NDDOT and the Consultant.

AUDIT

Firms that do not have a current cognizant Federal Acquisition Regulations (FARs) audit of indirect cost rates must provide this audit at the interview.

CONSULTANT EMAIL CONTACTS

If necessary, please update contact information for receiving RFP's via e-mail.